

MN Department of Human Services
Response to Questions from Vendors for SOW 3146
Medicaid Management Information System (MMIS) Systems Modernization
Planning
June 6, 2013

STATEMENT OF WORK (SOW) 3146 ADDENDUM

Addendum No.: One

Date of Addendum: June 6, 2013

Due Date: June 7, 2013 2:30 p.m. CST

Project Title: Medicaid Management Information System (MMIS) Modernization

SCOPE OF ADDENDUM

The purpose of this addendum is to REVISE the SOW and to answer questions received from potential Responders.

(Deletions are struck out and Additions are underlined.)

The SOW is revised as follows:

Revision 1: Business Need, page 5

Modernizing Minnesota's MMIS ~~subsystems~~ system including:

Revision 2: Corporate Background and Experience, page 18

Respondents are asked to summarize in these ~~6~~ 7 areas separately and succinctly.

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Revision 3: State and Contractor Resource Needs

Role	Number of Staff or Name	% of Time	Source
Project Owners	3	2%	SMA
Project Sponsors	6-7	10%	SMA
Project Manager	1	80%	SMA
SME's	15-16	20%	SMA
Analysts	10	40%	SMA
Security Officer	1	4%	SMA
Privacy Officer	1	2%	SMA
Architects	3-4 4 2	40% <u>20%</u> 20% 10%	SMA SMA <u>SMA</u>
Project Consultant (Needs Assessment)	2-3 Consultants TBD	100%	Contractor
Project Consultant (SOA Governance)	2 Consultants TBD	100%	Contractor
Project Consultant (MITA 3.0 Planning)	2 Consultants TBD	100%	Contractor

This addendum shall become part of the Statement of Work (SOW) and MUST be signed and returned with Contractor's Proposal.

COMPANY NAME: _____

SIGNATURE: _____

PRINTED NAME & TITLE: _____

DATE: _____

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Questions and Answers

1. Page 5 under Business Needs, paragraph 2, second sentence states “DHS has recently purchased a rules engine and an SOA registry and needs to plan for using those tools and fully incorporating them into the way DHS does it work.” What are the rules engine and the SOA registry that were purchased?

Answer: Rules Engine: IBM iLog (now called Operational Decision Manager)
SOA Registry: Websphere Service Registry and Repository (IBM)

2. Page 6 under Background, last paragraph, third sentence states “As a first step in moving toward SOA, Minnesota has purchased enterprise server bus (ESB) tools.” What are the ESB tools that were purchased?

Answer: Websphere Enterprise Service Bus
Websphere Integration Developer

3. Page 8 under the second bullet states “Business process orchestration software that will orchestrate many of the services that will be developed as a result of modernization.” What was the business process orchestration software that was implemented in 2011?

Answer: Websphere Process Server

4. Beyond the MMIS Architecture Components diagram, is there a more detailed list of technologies that have already been procured that would be required for use during this program?

Answer: See PDF technical document

5. Does the State of Minnesota have a list of potential software packages in mind if a “buy” decision is made vs build? If so, could you please share that list?

Answer: No, Minnesota engages in open procurement procedures and does not have any potential software packages in mind.

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6. Has the State of Minnesota made a determination of how many of its team members should be interviewed to get accurate information for current and future state analysis? If so, how many team members would be involved?

What access will we have to MMIS technical experts from MN.IT? What access will we have to MMIS business process experts? Will these team members be readily available for meetings, calls, etc.?

Answer: See Addendum 1, Revision 3.

7. If key team members from the State are not readily available for meetings, calls, etc., to get the information needed to complete the deliverables in a timely manner, what provisions does the State have in place for adjusting timelines?

Answer: While it is not possible to predict conflicts which may occur for key team members, in the event a member's unavailability adversely impacts the vendor's ability to complete a deliverable in a timely manner, the vendor is responsible for reporting the incident/situation as soon as possible to the State project manager. The report should document the nature of the conflict, what work was not done by the team member and an estimate as to the delay caused. The project manager will investigate the report and either mitigate a solution or escalate the incident to the project sponsors to take corrective action or adjust the deliverable timeline.

8. Page 13, Project Organization:

Question: Please provide additional clarity on whether the State is responsible for organizing and managing the project?

Question: Are the Project consultants under the guidance and direction of State resources for the completion of the deliverables?

Page 15, Responsibilities Expected of the Vendor: The SOW states "The vendor is expected to regularly report on the progress of the project, project milestones and deadlines, and project risk. The vendor shall develop and maintain in partnership with DHS staff and partners the following project documents to track and control the work: Project management responsibilities.

Question: Is the Vendor to supply a Project Management resource? It appears from the table on page 14 that the Project Manager is a State resource.

Answer: DHS will assign a project manager for the overall project, however, vendor will need to supply a project management resource that is responsible for the contract staff and deliverables.

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9. Page 14 (State and Contractor Resource Needs): Is the State looking for the consultant to provide six to seven full-time consultants over the life of the 4+ month contract or is it acceptable for firms to propose alternative levels of resources based on our proposed project/staffing approach?

Answer: The vendor may propose different staffing levels and/or timelines in order to meet DHS' needs.

10. Do you require all team members to have experience with MITA 3.0? If not, do you have a preference on percentage of team members with MITA vs those without MITA (i.e., 50% of team has MITA/50% of team does not have MITA experience.)

Answer: No, not all team members must have MITA 3.0 experience. The Vendor should propose a team that can successfully fulfill the work.

11. Are there certain roles that require MITA experience, besides the 2 "Project Consultant (MITA 3.0 Planning)" as defined in the table titled, "State and Contractor Resource Needs" on page 14 of the RFP?

Answer: The number of consultants listed in Addendum 1, Revision 3 are estimates. The Vendor is responsible for proposing the actual number of consultants and what experience each needs.

12. Page 10, mid-page under MMIS Modernization Roadmap has each of the first four bullet points identifying a document. Does the state actually want these to be separate documents or can they be parts of the overall Roadmap?

Answer: The Deliverables that fall under the MMIS Modernization Roadmap are four separate documents. They include:

- Strategic Planning Document
- High level gap analysis or impact statement
- Long-range planning document
- Decision points and dependencies scope documents

13. Page 8 (Task 1): Is the comprehensive Project Plan and Governance Structure/Steering Committee Charter intended to be a deliverable specific to the scope of this consulting project or will it encompass strategy and planning documentation for the subsequent modernization effort?

Answer: The deliverables will encompass strategy and planning documentation for the subsequent modernization effort.

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14. Page 15 (Responsibilities Expected of the Selected Vendor): Does the State have a preference for frequency of status reports (e.g., weekly, bi-weekly)?

Answer: DHS prefers status reports on a bi-weekly basis

15. On page 10, under Task 2, A. Buy/Build Decision, the following statement is made: "The selected vendor will present findings and an evaluation document including vendor recommendations based upon the overall Project Plan, Needs Assessment, MITA 3.0 State Self-Assessment and Modernization Roadmap documents (from Task 1). "

Will the vendor recommendations include recommendations for potential systems integrators?

Page 10 (Task 2): Would the State consider a modified approach whereby we provide the Buy/Build recommendation before finalizing the MMIS Modernization Roadmap? Or will the Roadmap contain plans to address each potential buy/build option?

Answer: Preferably Not. DHS will engage in open procurement for future work, and do not want recommendations for specific systems integrators or hardware/software vendors.

16. Page 20 Regarding "... you must include separate cost proposals for each Task...", Is the State looking for firms to provide two separately bound cost proposals for Task 1 and Task 2, or to break out costs for each task within the same cost proposal?

Answer: Either way is acceptable, please make it clear the cost for each Task.

17. As part of Task 1 and Activity C including the development of the MMIS Modernization Roadmap, is a MITA 3.0 Self-Assessment a required deliverable of the activity?

Answer: The MITA 3.0 State Self-Assessment is part of Task 1. Vendors may propose an alternative plan if they choose as the Needs Assessment and Self-Assessment likely have some overlap.

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18. Will the Vendor staff work on-site at DHS for this task? If so, then will the State be providing the Vendor staff with the following:

Desk space?
Computer?
Network access?
Printer?
Copier?

Answer: DHS anticipates that most or all of the work performed under this contract staff will be performed on-site at the Elmer Anderson Building, 540 Cedar Street in St. Paul, MN.
DHS will provide work space and all necessary hardware/software and computers to perform the responsibilities outlined in this SOW.

19. What, if any, additional dependencies/considerations (i.e. time, other...) are assumed and/or required that are not mentioned in the RFP, but will be a consideration for vendor selection?

Answer: The selection process is listed on page 17 of the Statement of Work, no other processes or standards will be used to select a vendor. The example of "time" would fall under "Work Plan and Schedule."

20. Is this a Fixed Bid or Time & Materials contract?

Answer: Fixed Bid

21. On page 7, the following statement is made: "DHS has had great success in expanding its offering to the community it serves by partnering with small and mid-size vendors to develop additional functionality and would like to expand that model moving forward."
Is it MNDHS's intent to only consider "small and mid-size vendors" for this effort as well as any future contracts that may follow as a result of the assessment or strategic planning services?

Answer: No, all vendors are encouraged to submit proposals.

22. If it is determined that a follow-on project is to be conducted to complete the MMIS Modernization effort, does MNDHS have an estimate of when that work would commence?

Answer: Because the State does not know what solutions may be recommended as a result of this statement of work, it is not possible at this time to predict when follow-on work would commence

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23. Page 6 (Background) references the need to establish standards for SOA governance. Will this governance be specific to DHS programs or all State IT? Will this governance need to consider other State SOA standards or with any other State departments?

Answer: Currently just DHS, although there may become a statewide standard of governance.

24. Are there any additional processes or standards not mentioned in the RFP that will be considered for selection and will be required for the program?

Answer: The selection process is listed on page 17 of the Statement of Work (SOW), no other processes or standards will be used to select a vendor. If the vendor is aware of other processes/standards that are required to complete this project, then the vendor should include them in their proposal.

25. Page 8 (Project Deliverables) notes that the successful vendor to this State of Work will not be eligible for future contracts that may follow as a result of the assessment or strategic planning services provided under the contract. Would this include all future contracts such as systems planning, procurement, project management and IV&V, or is this limited to contracts for the specific technology implementation and/or integration projects?

Answer: Yes, this includes IV&V work as it may create an organizational conflict of interest as the planning vendor will have unequal access to information.

<http://www.mmd.admin.state.mn.us/pdf/alpn9.pdf>

26. Page 22 & 23, Preference to Targeted Group and Economically Disadvantaged Business and Individuals & Veteran-owned/Service Disabled Veteran-Owned Preference: The SOW states that TGB's, EDB's and Veteran-owned/Service Disabled Veteran-Owned will receive up to a 6% preference in the evaluation of its proposal.

Question: If a Vendor qualifies in all three categories would they receive a cumulative preferences of up to 18%?

Answer: No, preferences are not cumulative. It is limited to 6% total.

27. Will the vendor selected for this MMIS Modernization Planning RFP have the opportunity to participate in the follow-on work identified in the planning effort?

Answer: No

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28. If it is determined that a follow-on project is to be conducted to complete the MMIS Modernization effort, will the work be contracted for through the State's Master Contract Program, or will an Request for Proposal (RFP) be issued under the Minnesota State Register?

Answer: Due to the size of this project, it will likely be an RFP, as the Master Contract Program is limited to IT engagements of less than 2 million dollars.

29. If after the responses to these questions are posted, will there be an opportunity to ask follow-up questions?

Answer: No, there will not be an opportunity to ask additional questions.

30. Page 8, Project Deliverables: The SOW states Note that the successful vendor(s) to this Statement of Work will not be eligible for future contracts that may follow as a result of the assessment or strategic planning services provided under the contract.....

Question: If the contract for this SOW is with 2 vendors, one for Task 1 and a separate vendor for Task 2, will the restriction on eligibility for future contracts only apply to the work performed in the task awarded?

Answer: Yes, this may create an organizational conflict of interest as the planning vendor(s) will have unequal access to information.

<http://www.mmd.admin.state.mn.us/pdf/alpn9.pdf>

31. Has a budget for this initial planning project been established? If so, can the budget be shared?

Answer: DHS has enhanced funding for the MMIS Modernization project and cost will be a significant factor in evaluating proposals. Please see "SOW Evaluation Process" on page 17 of the SOW for more information.

32. Page 18 under Response Requirements after the bulleted list states "Respondents are asked to summarize experiences in these 6 areas separately and succinctly." There are seven bullets above; is the actual number "7" or does the "6" reference the paragraphs that follow (Corporate References, Methodology and Approach, etc.)?

Answer: See Addendum 1, Revision 2.

33. Page 18 under Corporate References; is there any specific information the State would like to have included in a Letter of Reference from a customer?

Answer: DHS would like information that shows the vendor is capable of doing the work and has done so successfully in the past.

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34. Page 20 under Cost; if a Vendor is bidding on both Task 1 and 2, then does the Vendor need to provide two separate cost proposals or a single cost proposal broken into a separate section for each task?

Answer: Either way is acceptable, please make it clear the cost for each Task.

35. Page 8 under Project Deliverables states “Note that the successful vendor(s) to this Statement of Work will not be eligible for future contracts that may follow as a result of the assessment or strategic planning services under the contract.”

Does this restrict the selected Vendor(s) from:

- Bidding on any IV&V work that is required?
- Participating as a subcontractor to a Vendor selected for any follow-on work?

Answer: Yes, for IV&V, this may create an organizational conflict of interest as the planning vendor will have unequal access to information.

<http://www.mmd.admin.state.mn.us/pdf/alpn9.pdf>

For subcontractors, due to the complexity of procurement and conflicts of interest, DHS will review vendor eligibility when procuring any follow-on work. Due to all the variables, there may be situations when it is acceptable, and other situations when it is not acceptable.

36. Page 11 (Project Milestones and Schedule): What is driving the published timeline? Is there any flexibility in extending the timeline?

Answer: Federal mandate is driving the timeline. The Implementation Advanced Planning Document must be published prior to 5/31/14. There is little flexibility in the timeline.

37. Is there any pending legislation for the State of Minnesota that may impact any or all of the current Minnesota MMIS and subsystems? If so, then what is that legislation?

Answer: While there are smaller changes occurring to the MMIS and its subsystems at this time, they are unlikely to impact this work.

38. Does DHS have any “Current State” system and process documentation for the MMIS system and the associated processes? If so, could that be made available to potential bidders?

Answer: This documentation cannot be shared prior to the contract being signed which contains standard data sharing agreement language. Sharing documentation of these types poses a security risk in that the information could be leveraged if unauthorized access were gained to State systems.

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39. On page 6 of the RFP/SOW it states: "Several mainframe files have been replicated to the modern environment. Upgrades required for 5010 and ICD-10 projects have provided more opportunities to modernize components of the MMIS and its platform"

Our question is, what has DHS done to date to prepare for implementation of ICD-10 from an analysis and/or technical standpoint?

Answer: Due to the scope and impact, the work for ICD-10 is being coordinated by a project manager. The technical analysis to identify what needs to be done has been completed and the development work is in process.

40. Page 5 (Business Need) identifies the surcharge sub-system. What is the purpose and function of the surcharge subsystem?

Answer: The Surcharge subsystem calculates and bills the surcharge amount owed by Minnesota Health Care providers based on the claims submitted by each provider.

41. Page 9 (Needs Assessment) indicates that the vendor's analysis efforts must "...improve DHS' maturity level" and that the document should include the "To-Be" Needs Assessment. Page 10 (Task 1 – MMIS Modernization Roadmap) indicates that the selected vendor must perform a gap analysis of MMIS using the MITA 3.0 State Self-Assessment in accordance with CMS standards and conditions. Does this effort only include the maturing of DHS' Technical Architecture or does this also include the identification of maturity levels for the 80 business processes, Information Architecture and Seven Standards and Conditions and performing a gap analysis between the current MMIS and the MITA 3.0 framework within the three month time frame?

Page 10 (Task 1) identifies MITA 3.0 State Self-Assessment documents as a deliverable.

Is the State looking for a full MITA SS-A as part of this SOW, inclusive of the 80 plus processes and yet undefined Eligibility and Enrollment and Member Management business processes?

If yes, would the State consider breaking the MITA SS-A out as a separate SOW with a longer timeframe for completion? In our experience and observation of other states, MITA 3.0 SS-As are being planned over a six- to twelve-month timeframe.

If no, please clarify the level of effort the State is expecting with respect to the MITA 3.0 SS-A analysis to be included in the MMIS Modernization Roadmap.

Answer: DHS is looking for a full MITA 3.0 State Self-Assessment that follows CMS guidelines. The vendor may propose different staffing levels and timelines in order to meet DHS' needs. Please review the MITA 3.0 documentation from CMS: <http://medicaid.gov/Medicaid-CHIP-Program-Information/By-Topics/Data-and-Systems/MITA/Medicaid-Information-Technology-Architecture-MITA-30.html>

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42. Page 14 (State and Contractor Resource Needs) – If a MITA 2.0 effort was previously conducted, was a stakeholder analysis performed at that time? Are the majority of Business Process Owners still available to participate in the MITA 3.0 effort? Has a MITA Coordinator been established in Minnesota? If not, will the Project Manager or Analysts assigned to this effort have MITA experience

Answer: The 2008 MITA SS-A is available. Please contact debra.meier@state.mn.us to request a copy. DHS has had a number of staff leave since the previous SS-A. While the State does not currently employ anyone with the title of MITA Coordinator, State staff worked with CMS in developing both the original MITA standards and the MITA 2.0 standards

43. Page 5 (Business Need) identifies increasing DHS's MITA maturity to a level 3. Is the current MITA SS-A with current maturity levels available?

Answer: The 2008 MITA SS-A is available.
Please contact Debra.meier@state.mn.us to request a copy.

44. Page 8 first sentence states "In 2008, Minnesota began development of a comprehensive plan to move to a service-oriented architecture (SOA) as part of its MITA initiative." Can that plan be made available for review?

Answer: It is the State's position that releasing any previous plans would influence vendor responses. Because the desire is to get unbiased proposals, the plan will not be made available.

45. Page 8 under Project Deliverables, Task 1A, the third bullet states "Enhancing DHS' Medicaid Information Technology Architecture (MITA) 3.0 maturity level to no less than 3.0." What is the current MITA maturity level for Minnesota?

Answer: DHS' previous State Self-Assessment was done in 2008 under MITA 2.0 guidelines. The maturity levels were between Level 1 and Level 2. DHS has not done a State Self-Assessment since, and part of the work required will be to assess the "as-is" environment.

46. Page 5 (Business Need) indicates that the vendor will need to provide advice on how to continue making progress in implementing MITA and improving business processes in all areas. Page 10 (Task 1) also indicates that "an original SSA must be updated." Has a MITA 2.0 effort been completed? If so, will the results be available to the selected vendor as reference information? What year was the MITA 2.0 framework completed? Was a repository used to house the MITA 2.0 information? If so, what technology was used (e.g. SharePoint, Excel, etc.). Are there any specific requirements for MITA 3.0 repository?

Answer: Answer: The 2008 MITA SS-A is available.
Please contact Debra.meier@state.mn.us to request a copy.
DHS uses SharePoint as a data repository.

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DHS Software and Frameworks Standards

	MN-SURE	DHS (MN-ITS)
Presentation	Software <ul style="list-style-type: none"> • IBM HTTP Server • WebSphere Application Server plug-in Frameworks/Libraries <ul style="list-style-type: none"> • JSP • HTML/Facelets • Spring WebFlow • AJAX • Swing 	Software <ul style="list-style-type: none"> • IBM HTTP Server • WebSphere Application Server plug-in Frameworks/Libraries <ul style="list-style-type: none"> • JSP • HTML/Facelets • Spring WebFlow • Java Server Faces • AJAX • Swing
Application	Software <ul style="list-style-type: none"> • • WebSphere Application Server • WebSphere Enterprise Service Bus • ActiveOS • Filenet • Drools • JIRA (BUILD Only) • Greenhopper (BUILD Only) • Confluence (BUILD Only) • RMSis (BUILD Only) • Rational License Server (BUILD Only) • SVN (BUILD Only) • Maven (BUILD Only) • Jenkins (BUILD Only) • Apache JUDDI (BUILD Only) • Apache Tomcat (BUILD Only) • Apache Ant (BUILD Only) Frameworks/Libraries <ul style="list-style-type: none"> • EJB /Session • EJB Entity/JPA • JMS/EJB MDB • Web Services • JAX-WS • SOA Governance • Spring 	Software <ul style="list-style-type: none"> • • WebSphere Application Server • WebSphere Enterprise Service Bus • Websphere Process Server (WPS) • Websphere Transformation Extender (WTX) • Filenet • Rational License Server (BUILD Only) • SVN (BUILD Only) • Drools/iLog Frameworks/Libraries <ul style="list-style-type: none"> • EJB /Session • EJB Entity/JPA • JMS/EJB MDB • Web Services • JAX-WS • SOA Governance • Spring • Core • AOP • Transactions • DAO • JSR-303/Validation • SAX • DOM

DHS Software and Frameworks Standards

	<ul style="list-style-type: none">• Core• AOP• Transactions• DAO• JSR-303/Validation• SAX• DOM• XALAN• XSLT	<ul style="list-style-type: none">• XALAN• XSLT
Data	<p>Software</p> <ul style="list-style-type: none">• Oracle Database• Audit Vault <p>Frameworks and Libraries</p> <ul style="list-style-type: none">• RDBMS• SQL• RAC• Data Warehouse	<p>Software</p> <ul style="list-style-type: none">• Oracle Database• Audit Vault• Adabas (legacy)• Teradata (legacy) <p>Frameworks and Libraries</p> <ul style="list-style-type: none">• RDBMS *SQL *RAC• Data Warehouse• SAS• Informatica• SQL